



Executive Vice President/Chief Operating Officer needed for Habitat for Humanity of San Antonio, a large non-profit, single family home builder and social service provider. We are seeking a high-level, results-oriented candidate with excellent skills for this newly-created position. If you are a fun, energetic, person with good upper level management and program oversight skills and are looking for a meaningful job, with good pay, GREAT benefits, and a stable employer, we could be the place for you! We work hard but celebrate families so we offer unique benefits like being closed from Christmas Eve through New Years day as PAID holiday leave! We offer a reasonable work schedule, paid vacation, paid sick leave, a great retirement plan with a generous employer match, paid employee health insurance with generous cost-sharing for dependent health, and many other benefits to help our employees take care of their own families.

Position duties include, but are not limited to:

- Ensure implementation of the President's vision and operating strategies, and oversee the day-to-day operations of HFHSA's programs and administration;
- Assist President in cultivating expanded governmental support at senior staffing and officials level;
- Sit on various external boards, commissions, and task forces related to UDC and affordable housing to ensure externally developed policies support HFHSA's mission, goals and objectives;
- Assist President with raising HFHSA's external profile among chambers, associations, and other constituent groups; Help establish Habitat as the expert on affordable housing in San Antonio;
- Identify new land prospects and ensure they are followed up on in a timely basis with the goal of increasing land held for future building;
- Establish achievable timelines for all land development activities; and then make sure we make our timeline, be the driver pushing the process forward;
- Oversee all land development staff, subcontractors, and activities to ensure HFHSA has developed lots in time to meet our build schedule obligations;
- Direct supervision of competent and capable management level staff as indicated in the organizational chart and indirect supervision of subordinates below that;
- Ensure consistency in personnel management of programs and administration;
- Improve coordination between our various departments and ensure our programs are properly executed and integrated into our mission;
- Identify areas needing improvement within each department and update business plans and implementation strategies to facilitate needed improvements;
- Create business plans and implementation strategies for new programs and activities; and when approved, oversee the implementation of the plans developed;
- Monitor departmental goals and activities and ensure they relate to organizational goals and the President's vision;
- Draft organization-wide and department specific policies and procedures and, if adopted, oversee their implementation;
- Other duties as assigned and as yet to be determined.

Qualifications include:

- Goal and team oriented, a positive attitude with a good sense of humor, great people skills, with strong written and oral communication skills (bilingual in Spanish is a plus); must be able to balance a broad, organization-wide view along with narrow, departmental-specific perspectives;

- Solid experience on overseeing construction and land development activities;
- Advanced knowledge of San Antonio residential building code, land development code, and code amendment and variance processes. Established contacts within related governmental departments a plus;
- Great organizational skills with proficiency in producing timely paperwork, adherence to policies and procedures, and managing expenses and activities within budget, along with experience overseeing the same in others;
- Proficient computer skills with independent operation and utilization of Microsoft Office software programs including Word, Excel, PowerPoint, Publisher, and Outlook and Adobe Acrobat Pro; Proficiency in GIS software a must;
- Ability to effectively multi-task to meet deadlines without supervision and set achievable deadlines for others;
- Proven, effective personnel management including hiring, firing, appropriate and timely counseling, conducting timely performance appraisals, training and developing successful training plans over both direct reports and indirect reports, experience developing effective and equitable employee recognition programs a plus;
- Experience in advance level, policy and procedure development, and development of business plans and program implementation strategies;
- Must pass a background check and drug screening, must have and maintain a Texas drivers' license and a good driving record.
- This position will work and oversee a variety of programs and activities so must have strong physical and mental capabilities including the ability to load and unload, lift and carry 40 lbs, must be able to stand, walk, squat, climb stairs, and be on your feet for extended periods of time and independently traverse construction sites and raw, undeveloped, and in-process-of-being-developed lots. Must have good manual dexterity with fine motor control of both hands and fingers along with other physical and mental abilities that are needed to effectively manage, oversee, and function in both an office and field environment.

This is a full-time, salary position. Specific days and hours will vary including some evening external meetings and occasional Saturday meetings and events. Habitat offices, facilities, job-sites and vehicles are all smoke and tobacco free environments. This is a new position, and selected candidate will be joining a highly effective, efficient, and high performing team!

EOE. Interested candidates should submit a cover letter, resume, and preferred salary range to: Attn: President

- By email with "COO" in the subject line to jobs@HabitatSA.org, OR
- By fax to (210) 223-5536, OR
- By mail or delivery to Habitat's administrative office to Attn: President, 311 Probandt, San Antonio, TX 78204 (but this year we will be closed from Dec 20-Jan 1 for the Christmas Holidays!)

Filling this position is a priority so please apply promptly! The job posting will close if and when a suitable candidate is hired.